RESEARCH FOR VENDOR'S INVOICE PAYMENT INFORMATION - DAO   3675

(1987)

Purpose/Use: DAO research for vendor's invoice payment information.

Reference/Authority: Accounting Procedures Handbook, Section 3673;
                        CALSTARS Procedures Manual, Vol. 3, Chapter III, Pages 2-7.

Source: CDF employee; Vendor.

Forms/Related Documents: CALSTARS Report U01;
                            Payment Document;
                            Request for Duplicate Controller's Warrant, STD 435;
                            Request for Payment Information AO-57.

Due Date(s): Upon request.

Distribution: Vendor, CDF employee.

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When an inquiry via letter, telephone call or Request for Payment Information (AO-57) regarding vendor invoice payment is received, estimate the probable date of processing and obtain CALSTARS vendor number.

- Sign on CALSTARS per CALSTARS Procedures Manual, Vol. 3, Chapter III, pages 2-7 and access function 65, Vendor Payment shadow file.

- Enter vendor number and page through payment data to find payment in question. If not there, enter Revolving Fund vendor number and page through data to find payment in question.

- If payment information is not found (CALSTARS provides for three months shadow file availability) pull most recent month's microfiche, CALSTARS Report U01, insert in viewer and again search for payment via appropriate vendor numbers (vendor and Revolving Fund) until date of invoice has been exceeded.

- Check appropriate auditor Return Book for evidence of return.

- If payment information is still not available, ask for copy of document.

    - Upon receipt, repeat CALSTARS research procedures above.

        If still no payment record, stamp:

        This invoice has been checked against our records
        and found to be the original claim presented for
        payment, and payment has not been previously made.
        We have recorded this payment to prevent a duplicate
        payment later.

        _____
                    Accounting Officer

    - Sign for accounting officer.

    - Prepare claims schedule per Accounting Procedures Handbook, Sections
      3676-3693.

- If research proves that payment has been made by the State Controller, prepare a
  Request for Duplicate Controller's Warrant (STD 435). (See Accounting
  Procedures Handbook, Section 3673.

- If a Revolving Fund check was issued, request a photocopy of the check from DAO-
  ORF.

- If request for payment information was made via AO-57, complete bottom portion as
  appropriate and return to submitting administrative unit.

SCHEDULING

Purpose/Use: Prepare a claim schedule for submission to State Controller for
                issuance of warrant.

Reference/Authority: Accounting Procedures Handbook, Sections 3641-3659;
                    SAM §8422-8422.19, 8422.2-8422.7, 8424

Source: Various.

Forms/Related Documents: Aircraft Activity Record and/or
Vendor's Invoice, AO-366;
Assignee Slip;
CALSTARS Control Listing of Vendor Numbers,
 T#CSTARX01;
Claim for Payment of Medicare Refund, PO-151;
Claim Schedule, STD 218B;
Posting Tag, AO-225;
Remittance Advice Envelope, STD 403;
Request to Deliver Warrant to Agency, AO-24;
Subpurchase/Contract Delegation Order, AO-40.
Vendor Invoices.

Due Date(s): See procedures.

Distribution: See procedures.

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FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.